

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Librarian I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides assistance to patrons in answering questions, locating information and interpreting resources through manual and automated sources. Assists with collection and program development. Also catalogs and classifies library materials. Provides library tours and conducts instruction classes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides customer service by answering reference inquiries, assisting patrons with research, assisting with the operation of computers and equipment, and recommending reading material. Provides library tours and conducts instruction classes.
2	L	Performs collection development by reading book reviews and professional journals, evaluating current books and subject matter, monitoring the book budget, determining which books to order, and removing outdated books.
3	L	Assists with library facility management by supervising library aides and volunteers, conducting opening and closing procedures and monitoring building security.
4	L	Catalogs and classifies library materials by creating catalog records, classifying library materials, providing authority control, creating authority records, correcting errors in bibliographic records and performing collection maintenance.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is acquired in a Masters degree in Library Science from an ALA accredited university.
Experience	No experience required.
Certifications and Other Requirements	State of Virginia Professional Librarian Certification within six months of employment; Valid Driver's License
Reading	Work requires the ability to read periodicals, journals, novels, reports, directories, publisher catalogs, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandum, letters, reports, grant applications, public relations material, library articles, and general correspondence.
Managerial	Managerial responsibilities include developing long-range plans for various programs, creating training programs, interviewing and recommending for hire support staff, and establishing workload priorities.
Budget Responsibility	Conducts research for documents, compiles data for computer entry, and/or enters or oversees data entry.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, training, assisting and analyzing problems at workstations, supervision
Sitting	F	Computer, desk work, answering telephone, meetings, processing library materials
Walking	F	Inter-office, to/from staff work area, customer service or assistance to public/citizens, to/from shelves
Lifting	F	Boxes, library materials, office supplies, books, manuals, forms
Carrying	F	Boxes, library materials, office supplies, books, manuals, forms
Pushing/Pulling	O	Book cart
Reaching	F	Books on lower or high shelves, electrical outlets
Handling	C	Boxes, library materials, office supplies, books, manuals
Fine Dexterity	C	Computer keyboard, calculator, writing, typewriter
Kneeling	O	Reaching electrical outlets
Crouching	R	Reaching electrical outlets, fix library machines
Crawling	R	Retrieving materials from under computer stations
Bending	O	Filing in lower cabinet drawer, reaching lower shelves
Twisting	R	To/from desk to computer
Climbing	R	Step stool
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, presentations, training
Hearing	C	Telephone, staff, supervisor, curriculum specialists, NPL public relations department, Youth Services team associates, bookstores, citizens, public, NPL Collections development, State Library of Virginia, meetings
Talking	F	Telephone, staff, supervisor, curriculum specialists, NPL public relations department, Youth Services team associates, bookstores, citizens, public, NPL Collections development, State Library of Virginia, meetings
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, policy manuals, library reference materials, bibliography and cataloging manuals, filmstrip machine, laminator, film projector, overhead projector, opaque projector, Standard Microsoft Windows and Office software, Internet/Intranet, Printshop, PRISM and other CCLC cataloging software, DRA Cdata research software, Netcat, various library public catalog and databases, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	M	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Public Library

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)